

**WASHINGTON HEADQUARTERS SERVICES (WHS)
ACQUISITION AND PROCUREMENT OFFICE (A&PO)
OSD/WHS PURCHASE CARD PROGRAM OFFICE**

PURCHASE CARD ALERT NUMBER 42

(Issue date: 10 July 2007)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS

X

CARDHOLDERS

X

SUBJECT: Update to WHS Administrative Instruction (AI) 105, OSD/WHS Purchase Card Program, re Purchase of Senior Executive Service (SES) Flags

The purpose of this Purchase Card Alert is to lift the restriction on the purchase of SES flags contained in AI 105. In order to reflect this change, subparagraphs E2.12.1.27 and E2.2.30.9.2 are hereby deleted from AI 105.

Although the purchase of SES Flags is now permitted by the individual Cardholders for requirements not to exceed \$3,000, Approving Officials and Cardholders are reminded that SES Flags are the property of the U.S. Government, not the individual SES, and are to be retained and accounted for accordingly.

This change is effective immediately and this Purchase Card Alert will remain in effect until superseded, cancelled, or incorporated into AI 105.

If you have any questions, please contact Tracy Nelson at (703) 695-8921.

We hope you will continue to tell us when we are doing a good job of satisfying your needs as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them directly to the Program Manager at Claudia.colvin@whs.mil.